



Personnel – General

CIVIL AIR PATROL UNIFORM MANUAL

This manual describes the various Civil Air Patrol (CAP) uniform items and how they will be worn.

SUMMARY OF CHANGES.

This revision is a general update that includes descriptions of AF-style outer garments; deletes region commander authority to substitute region patch for the CAP command patch on the AF-style flight suit; deletes region commander authority to deviate from authorized devices worn on AF-style flight suit; deletes the requirement for the CAP blue flight suit to be worn with same badges and devices as AF-style flight suit; authorizes the wear of grade insignia on both sides of the BDU collar; deletes the wear of the CAP device on the left collar of the BDU uniform for senior and cadet officers and cadet enlisted members; adds CAP policy on tattoos and body piercing; a standardized Honor Guard uniform; an expanded chapter on CAP distinctive uniforms; requires region commander authorization for any wing commander authorized items and requires attaché cases, gym bags, pack packs, umbrellas and women’s purses to be carried in left hand or over left shoulder. It also incorporates previously approved decisions/items such as: wear of CAP ribbons on the aviator shirt; the new CAP distinctive field and utility uniforms; replacement of the CAP seal patch on the flight suits and utility uniforms with the new CAP command patch; authorization for the wear of shoulder cords by cadets at all times; new specialty badges, commander badges, optional right shoulder patches and the National Board badge; eliminates the blue CAP jumpsuit; eliminates the white and ultramarine blue golf shirts; eliminates the authority to wear the AF-style flight suit and BDU without grade insignia; eliminates the maroon CAP tie; eliminates the aviator shirt combination with the blazer nameplate; authorizes the mess dress uniform for senior member NCOs and authorizes a gray embroidered epaulet for senior member NCOs. **Note: Shaded areas identify new or revised material.**

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CHAPTER 1 – GENERAL INFORMATION

1-1. Policy. CAP members are authorized to wear CAP distinctive uniforms as well as uniforms similar to the U.S. Air Force. Civil Air Patrol uses distinctive emblems, insignia, and badges to identify individuals wearing the AF-style uniforms as CAP members. Wear of the AF-style uniforms, as well as the insignia, badges, and devices worn on these uniforms are as prescribed by the Commander, CAP-USAF, with the approval of Headquarters USAF. See Tables 1-1 through 1-3 for information on wearing the uniform, dress and appearance, where to purchase uniform items, and grooming standards. Civil Air Patrol prescribes wear policy and the use of CAP emblems, insignia, and badges on the CAP distinctive uniforms. Table 1-3 describes items that may be authorized by wing/region commanders. **COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.** Any variation from this publication is not authorized. Items not listed in this publication are not authorized for wear. **NOTE:** CAPMart may sell items that are not authorized for wear with the USAF-style or CAP distinctive uniforms. This publication is the sole source for wear instructions and authorized items for various uniform combinations as prescribed within.

1-2. Command Responsibility. All commanders will ensure that all members, individually and collectively, present a professional, well-groomed appearance, which will reflect credit upon CAP as the auxiliary of the United States Air Force. They will ensure all members are uniformed in accordance with the provisions of this manual, uniform violations are promptly corrected, and that members are continually informed as to the proper wear of the uniform. The wing commander, or the commander to whom such authority is delegated by the wing commander, will prescribe the type clothing to be worn by members while flying or engaging in organized recreational activities. (The region commander will prescribe wear policy for members of the region headquarters.)

1-3. Definition of Terms:

a. Officer: As used in this publication, includes senior member grades flight officer through major general and cadet grades second lieutenant through colonel.

b. Airman: Unless otherwise specified, includes all other uniformed members both senior and cadet.

c. Service Uniform: The AF-style blue uniforms worn for normal duty. It excludes BDU clothing, mess dress uniforms, flight suits, CAP distinctive uniforms, sports clothing, and recreational clothing.

d. CAP Distinctive: The uniform combinations (for example, blazer and slacks/skirt, field or utility uniform, blue flight suit) or badges, devices, etc., which are distinctive to CAP.

1-4. How to Recommend Changes to the Uniform. New or changed uniform items may not be authorized without approval of the National Commander/National Board and/or National Headquarters (except as specified in Table 1-3 of this manual). Unit commanders will forward recommended changes to the uniform, accessories, or related items through channels to National Headquarters/LMM for evaluation. Suggestions not recommended for adoption by the wing or region commander should not be forwarded to National Headquarters.

Table 1-1. Wearing the CAP Uniform			
Members:			
Wear	Do Not Wear	Optional	When Conducting CAP Business
X			participating in or conducting the cadet program
X			flying in CAP aircraft (corporate and member-owned aircraft used in CAP flight activity). The service uniform, BDU, utility uniform, field uniform, CAP or AF-style flight suit, CAP blazer, aviator shirt, or knit shirt uniform combinations are all authorized. The wing commander, or designee, will prescribe the type clothing to be worn by members while flying or engaging in organized recreational activities. The region commander will prescribe wear policy for members of the region headquarters.
X			senior members and cadets age 18 and older must meet CAP weight standards to wear AF-style uniforms. See Attachment 1.
	X		any AF-style uniform if the senior member does not meet grooming (see Attachment 2) or weight standards.
X			senior members not meeting weight and grooming standards may wear CAP distinctive uniforms or civilian attire as befits the occasion.
X			when engaged in normal duties as a CAP member or attending local, wing/region, or national CAP functions (see note 1).
X			may wear service dress uniform or light blue, short or long sleeve shirt/blouse with tie/tab and the all-weather coat, overcoat, and raincoat when traveling by commercial means (other than to and from local CAP activities) (see note 2).
X			although any CAP uniform may be worn, aviator shirt, blazer combination, or appropriate civilian attire is encouraged to be worn on military aircraft (except orientation flights or IACE). EXCEPTION: BDUs and flight suits will not be worn. This will enable members to arrive for activity participation with the proper uniform ready to wear.
X			visiting military installations. Members will make every effort to comply with local installation uniform policy. If policy is not known, the CAP-USAF state director or the installation's public affairs office may be contacted for guidance.
	X		more than 1 hour following the close of the activity except for travel time to and from such activities, for which the uniform is specified (seminars, conferences, NEC, or NB meetings).
		X	when attending social activities or dinners on military installations, the wear of a CAP uniform is not restricted.

Table 1-1. Wearing the Uniform			
Members:			
Wear	Do Not Wear	Optional	When Conducting CAP Business
	X		at any meeting or demonstration that is a function of, or sponsored by, any organization, association, movement, group or combination of persons that the Attorney General of the United States has designated as Totalitarian, Fascist, Communist, or subversive; or advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States; or seeks to alter the form of the United States Government by unconstitutional means.
	X		when participating in activities such as public speeches, interviews, picket lines, marches, rallies, or in any public demonstration not approved by the Air Force. Wearing the uniform may imply sanction of the cause for which the demonstration or activity is conducted.
	X		when furthering private employment or commercial interests, if official sponsorship might be inferred.
	X		when engaged in private employment.
	X		under any circumstance that would tend to bring discredit or reproach upon the uniform.
X			all CAP personnel touring Washington DC, as part of a CAP activity or conducting CAP business in the metropolitan area, will wear the service uniform, civilian clothing, or the blazer and slacks or skirt combination, and will be properly groomed. Senior members visiting the White House, Capitol, State Department, or comparable buildings in uniform will wear the service uniform with service coat (service dress uniform) or blazer uniform. Cadets are not required to wear the service coat. In no case will BDUs, flight suits, or utility uniforms be worn.
	X		most foreign governments prohibit the wear of military uniforms by visitors. Members will not wear a CAP uniform in a foreign country except for members on orders to participate in the International Air Cadet Exchange or other international events for which National Headquarters has expressly authorized the wearing of the uniform. Members of CAP cadet squadrons overseas wear the CAP uniform on the host military installation only upon approval of the installation commander in accordance with CAPR 35-4, <i>Overseas Cadet Squadrons</i> .

NOTES:

1. The National Commander and other commanders may specify the wear of a particular uniform type for the purpose of achieving a uniform appearance at squadron, group, wing, region, and national functions. However, all commanders must be mindful of the objective of attaining a neatly uniformed appearance at a minimum of personal expense to the individual member and will consequently refrain from imposing unreasonable uniform requirements.
2. Unit commanders can make exceptions for travel in small commuter aircraft that involve short flights in areas of the country where civilians wear informal clothing because of weather or cramped conditions on the commuter aircraft.

1-5. Uniform Combinations. Various combinations of CAP uniforms are authorized in order to allow for various climatic conditions, availability of uniforms, etc., but no member is obligated to equip himself/herself with all or even a major part of the combinations described in this publication. Members will equip themselves with the basic uniform. The minimum basic uniforms for male and female cadets and senior members, which will satisfy most occasions, are listed below. Members may obtain and wear the additional uniform items authorized in this publication on an optional basis. Uniform clothing may be altered to improve fit. However, alterations must not change the intended appearance of garment as designed. It is the member's personal responsibility to equip himself/herself with a proper uniform. Commanders may assist if they have the capability, through use of unit funds and/or donations or by acquiring surplus uniforms. Cadets are required to have the minimum basic uniform. A commander may require cadets to wear other optional uniform items only if the purchase is voluntary or if the uniform is supplied without expense to the cadet. The omission of a specific item or appearance standard does not automatically permit its wear.

a. Minimum Basic Service Uniform. Male: Short-sleeve, light blue shirt; dark blue trousers; blue belt/silver buckle, blue flight cap; black shoes, and socks. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve, and flight cap emblem. Female: Short-sleeve light blue blouse; Dark blue skirt or slacks; flight cap; neutral nylon hose; black shoes; black handbag. Insignia: CAP nameplate, shoulder patch, collar/lapel insignia, embroidered epaulet sleeve, and flight cap emblem.

b. CAP Distinctive Basic Uniform (senior members only). Male: Short-sleeve, white aviator shirt; gray trousers; black belt; black shoes and socks. Insignia: CAP nameplate, embroidered epaulet sleeve. Female: Short-sleeve, white aviator shirt; gray slacks or skirt; plain black shoes. Insignia: CAP nameplate, embroidered epaulet sleeve.

1-6. Dress and Appearance. All members of CAP must be well groomed and assure that their appearance at all times reflects credit upon themselves, CAP, and the Air Force. See Table 2-5 for further clarification. When uniforms are worn, they must be clean, neat and correct in design and specification, properly fitted, and in good condition. Uniforms will be kept zippered, snapped, or buttoned and shoes will be shined and in good repair. Metallic insignia, badges and other devices, including the blue service uniform buttons, must also be maintained in the proper luster and condition.

a. Appearance of Men in Uniform. Articles such as wallets, pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, and sunglass cases will not be exposed on the uniform. The wear of wristwatches and rings is permitted. The wear of identification bracelets is likewise permitted provided they present a neat and conservative appearance. Conservative sunglasses may be worn, except in military formation. Ribbons, when worn, will be clean and not frayed. Wear of earrings, ornamentation on eyeglass lenses, or visible ornaments around the neck are prohibited while in uniform.

b. Appearance of Women in Uniform. Uniform skirt lengths will be in keeping with the dictates of fashion and good taste, but with due regard to the dignity of the uniform. In any case, skirt lengths will be no higher than above the top of the kneecap or lower than the bottom of the kneecap. Skirts will hang freely and under no circumstances will they be excessively tight. Pencils, pens, pins, handkerchiefs, and jewelry will not be worn or carried exposed on the uniform. One small spherical (ball), conservative, diamond, gold, white pearl, or silver pierced or clip earring per earlobe may be worn. The earring worn in each earlobe must match. Earring should fit tightly without extending below the earlobe. (EXCEPTION: Connecting band on clip earrings.) Other visible ornaments around the neck or

on the head, ornamentation on eyeglass lenses, and ankle bracelets are prohibited. Wristwatches, identification bracelets, and a maximum of three conservative rings are permitted. Conservative sunglasses may be worn, except in military formation. Appropriate undergarments will be worn to present a conservative, feminine appearance.

1-7. Wear of Religious Apparel. Members may wear certain visible items of religious apparel while in uniform. Religious apparel is defined as articles of clothing or dress that are part of the doctrine or traditional observance of the religious faith practiced by the member. Hair and grooming practices are not included in the meaning of religious apparel. Jewelry of a religious nature must conform to standards set forth in this regulation for wear of non-religious jewelry. Religious head coverings are authorized only when military headgear is not authorized. Head coverings must be plain dark blue or black without adornment. Also, they may be worn underneath military headgear if they do not interfere with the proper fit or appearance of the headgear. For example, Jewish yarmulkes meet this requirement if they do not exceed 6 inches in diameter.

1-8. Where to Purchase Uniform Items.

a. CAPMart. Distinctive CAP insignia and devices such as the CAP nameplate, CAP aeronautical and specialty badges, and other items prescribed herein may be purchased from CAPMart or from approved commercial sources. A list of available articles from CAPMart, together with prices and ordering instructions, is contained in the current *CAPMart Catalog* and on-line at www.capmart.org.

b. Army and Air Force Exchange Service (AAFES) and Air Force Military Clothing Sales Stores (AFMCSS). These should be the primary sources of uniform clothing for CAP members. To be eligible to purchase from a clothing sales store, a member must present a current CAP membership card. Purchases will be for cash or credit card only.

c. AAFES AFMCSS Mail-Order Outlets. In the event a clothing sales store is not convenient to the member, purchases may be made by mail order. Mail orders should be submitted on an individual basis using AAFES Form 4150-134, if available. A supply of mail order requisition forms, a current price list, and pertinent information concerning mail order sales are contained in the *Army and Air Force Exchange Service Military Clothing Mail Order Catalog*. Commanders of remotely located units not having access to an Air Force clothing store may request limited quantities of the catalog for use at unit level from Headquarters AAFES (PD-U), PO Box 660202, Dallas TX 75266-0202, indicating appropriate unit mailing address and number of catalogs needed. Catalogs will be distributed to units only, not to individuals. A letter request or improvised form may be used in lieu of AAFES Form 4150-134 reflecting the following information: Name, grade, social security number, and unit of purchaser with statement of duty status (CAP senior/cadet member); shipping address of purchaser; amount of payment enclosed; type of payment, that is, postal money order, cashiers check, etc.; and thirteen digit stock number and item description. The requisition must be accompanied by a money order, certified check, or cashiers check made payable to Wright Patterson AFB Exchange. Payment must be for the full amount of the requested purchase. The shipper will prepay shipping charges. Refunds will automatically be made for overpayments of one dollar or more. Mail orders should be addressed to: AAFES Military Clothing Sales Store, Wright-Patterson AFB Exchange, Wright-Patterson AFB OH 45433.

d. AAFES Catalog. CAP members may also order by phone, using a credit card, from the AAFES catalog; however, the member must first contact AAFES customer service and provide a copy of their CAP membership card in order to be entered into the AAFES system. Only uniform items may be ordered from the catalog. AAFES Customer Service can be reached by calling 1 800 527-2345.

e. Commercial Sources. When purchasing uniform clothing from commercial sources, the following should be kept in mind: All Air Force uniform garments, footwear, and accouterments that the Defense Personnel Support Center (DPSC) supplies to AAFES military clothing sales stores (MCSS) and conform to Air Force specifications; AAFES also may obtain for sale in MCSS a variety of required and optional uniform items from commercial vendors. These items are sold under normal AAFES merchandising procedures. All uniform items must display a USAF certification label. Members who buy uniform items from other than AAFES MCSSs should check the reliability of the seller and make sure each garment has an USAF certification label. Members must be careful about buying from commercial sources. The articles may have been rejected by government buyers, may not conform to specifications, or may be in the process of being phased out. Uniform items that do not meet Air Force specifications are not authorized for wear. Each uniform item must have this label sewn or stamped on permanently: "USAF CERTIFICATE NO _____. A sample of this item has been inspected and meets or exceeds the quality prescribed by AF Specification _____."

f. Excess/Surplus Sources. The Air Force makes certain excess/surplus supplies available to CAP, and in some cases this includes uniform clothing. Articles made available normally consist of odd sizes or discontinued items. Members should always check with the unit logistics officer to determine if surplus items are available prior to purchasing uniform items.

g. Free Cadet Uniform Voucher Program. Cadets should check with the unit commander or logistics officer to determine if Air Force appropriated funds are available for procurement of uniforms prior to purchasing uniform items. A free cadet uniform voucher (basic blue uniform only) is attached to the cadet membership application; however, due to limited funds every cadet may not receive one.

Table 1-2 Personal Grooming Standards (See NOTES)			
L I N E	Item of Grooming (M-Men, W-Women)	Will Be/Have	Will Not
1	Beards (M)	worn only with the CAP distinctive uniforms, i.e., field uniform, utility uniform, blazer combination, aviator shirt, golf shirt or CAP flight suit.	be worn with the AF-style uniform.
2	Cosmetics (W)	conservative and in good taste.	
3	Hair, Overall Standard (M & W)	clean, well groomed and neat. If dyed, will look natural.	contain excessive amounts of grooming aids. Hair will not touch eyebrows when groomed or protrude below the front band of properly worn headgear. EXCEPTION: Hair may be visible in front of women's flight cap.
4	Hair Style (M) With AF-style uniforms	a tapered appearance on both sides and back, both with and without headgear. A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the natural termination point. Block cut permitted with tapered appearance.	be worn in an extreme or fad style or in such a way that exceeds length or bulk standards or violates safety requirements. Will not touch the ears and only closely cut or shaved hair on the back of the neck may touch the collar. Will not exceed 1 1/4 inches in bulk regardless of length and not exceed 1/4 inch at the natural termination point. Will not contain or have any visible foreign items attached to it.
5	Hair Style (W) With AF-style uniforms	styled to present a professional appearance. Plain and conservative pins, combs, headbands, elastic bands, and barrettes similar to the individual's hair color permitted to keep hair in place.	be worn in an extreme or fad style or violate safety requirements. Will not extend in length on all sides below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Will not exceed 3 inches in bulk or prevent proper wear of headgear. Will not include hair ornaments such a ribbons or jeweled pins.
6	Mustache (M) With AF-style uniforms		extend downward beyond the lip line of the upper lip or extend sideways beyond a vertical line drawn upward from the corner of the mouth.

Table 1-2. Personal Grooming Standards (See NOTES)			
L I N E	Item of Grooming (M-Men, W-Women)	Will Be/Have	Will Not
7	Sideburns (M) With AF-style uniforms	neatly trimmed and tapered in the same manner as the haircut. Will be straight and of even width (not flared) and end in a clean-shaven horizontal line.	extend below the lowest part of the exterior ear opening.
8	Wigs and Hairpieces (M & W)	in conformance with the same standards required for natural hair, be of good quality, and fit properly.	exceed limits stated for natural hair.
9	Nails (W)	finger nail length that does not interfere with duty performance or hinder proper fit of prescribed safety equipment or uniform items. Polish must be conservative, single color, and in good taste.	contain any ornamentation.

NOTES:

1. The items listed represent the most common appearance issues.
2. Commanders do not have the authority to waive appearance and grooming standards.

Table 1-3. Additional Items That May Be Authorized by the Wing/Region Commander		
L I N E	Item	Information
1	General	Wing/region commanders may authorize certain items to be worn for specific purposes within their respective wing/region or within specific units of their wing/region. Commanders will not use this authority to circumvent National policies. Examples of purposes of these items are to identify members of special CAP groups such as drill teams, bands, color guards, and members participating in emergency services' missions.
2	Where and When Worn	In all cases, these items will have no national significance or recognition as a part of the CAP uniform. They will not be worn at summer encampments or national events (cadet exchange, special activities, etc.), unless specifically authorized by National Headquarters. They may be worn only while performing the duty for which the use of the items was authorized. Wing/region approved items will be worn only within the boundaries of the authorizing commander.
3	Items That May Be Authorized	The wing/region commander has authority to approve the following items for wear within his/her wing: (a) Shoulder cords. Not more than one shoulder cord will be worn at one time, and it will be worn on the left shoulder (see Figure 5-2). Color to be determined by the wing commander, EXCEPT all primary members of Cadet Advisory Councils will wear gold at the National level, blue at region level, and red at wing level. (See CAPR 52-16, <i>CAP Cadet Program Management</i> .) National Cadet Competition teams will wear white shoulder cords. Honor Guardsmen will wear silver shoulder cords; (b) scarves; (c) white gloves; (d) white and black belts; (e) helmet liners. Color to be determined by wing commander except that helmet liners authorized for wear by members participating in emergency services missions will be white and will be worn with the decal depicted in Figure 6-20.
4	Berets	Only blue berets may be authorized for special purpose wear. Berets provided at special activities may be worn at the activity ONLY.

NOTES:

1. Service dress trousers/slacks should not be bloused at any time.
2. Only items and colors listed in this table may be authorized.
3. Region commanders must approve items authorized by wing commanders in coordination with National Headquarters.

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